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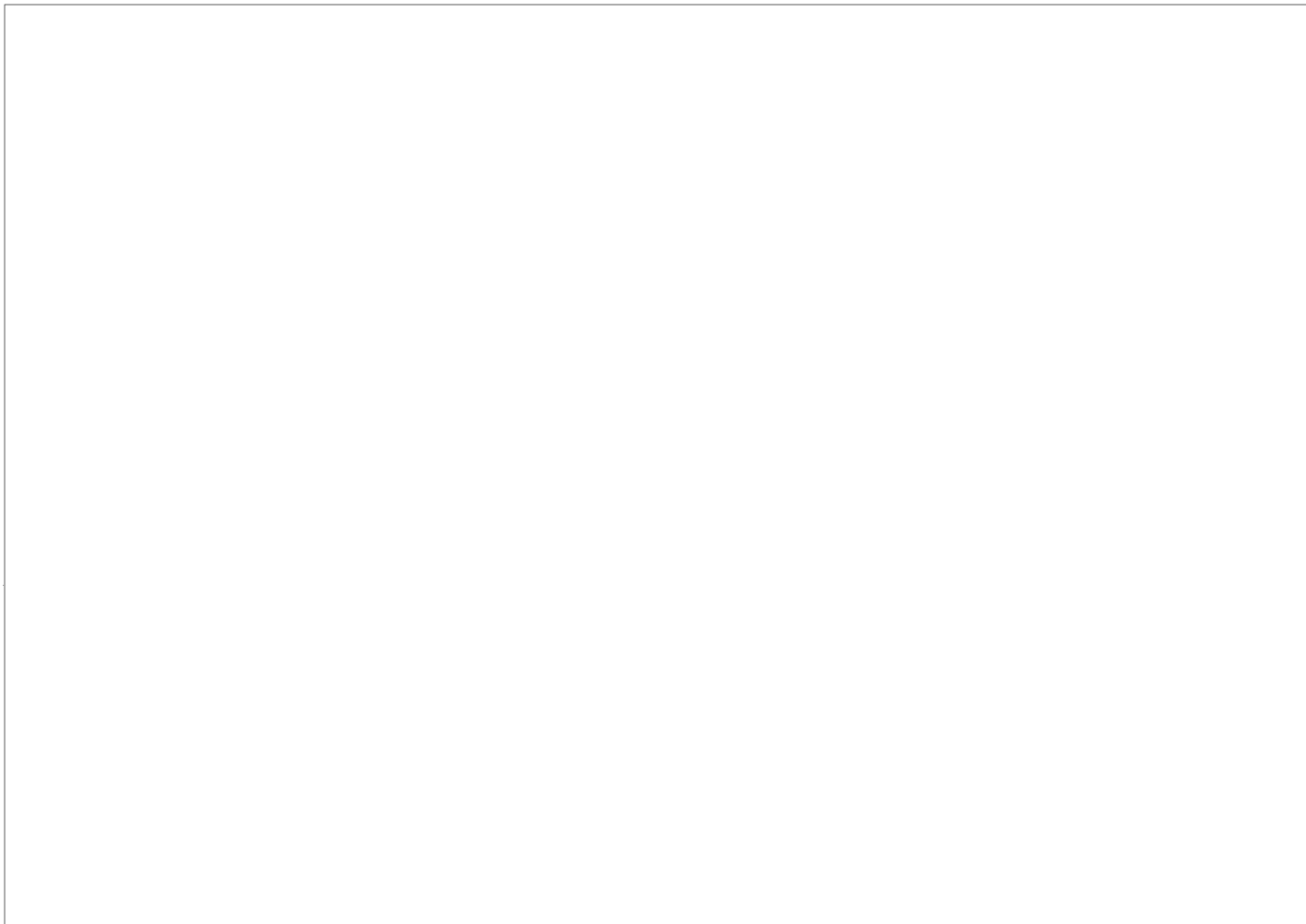
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b. Supplemental Budget, FY-55 - (new item)

All Staffs and Divisions within the Logistics Office have been directed to prepare and submit FY-55 Supplemental Budgets not later than 10 September 1953. These estimates will be consolidated and submitted to the Comptroller on 11 Sept.

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d. Increase in Personnel Ceiling - (new and completed item)

A staff study has been prepared for submission to the Acting DD/A requesting an increase of  spaces in the Logistics Office personnel ceiling. Also included were requests for fund increases for FY-54 and FY-55 to defray the cost of this additional personnel service.

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e. Agency Regulatory Issuances - (new and completed item)

A comprehensive Logistics Office instruction covering the policy responsibilities and procedures regarding the development of Agency Regulatory Issuances has been prepared and distributed to all internal units within the Logistics Office.

5. Transportation Division

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6. Supply Division

a. Supply Economy Program - (continued item)

(1) Collection of excess office supplies and equipment for return to stock continues and total estimated value of items returned to stock now approximates \$78,000.

(2) Requests were sent to all Agency divisions for the submission of an inventory of all Class 'A' furniture to include total authorized personnel to use this type of furniture. It is believed that this information will furnish closer control over the more expensive items of administrative equipment. To date, inventories of Class 'A' furniture have been received from the Comptroller, Medical Office, DD contacts, FBID, SOVMAT, Foreign Documents, ONE, EE Div., DD/P-Admin., DD/P/PM, DD/P/TSE, and OTR.

b. Building Supply Room, Curie Hall - (new and completed item)

A building supply room has been installed in Curie Hall as a result of the increased occupancy of this area by Agency components. The operation of this unit supply room will be under the administration of the Building Supply Officer, Quarters Eys.

c. Operational Supply Room, 'K' Building - (new and completed item)

Arrangements have been made to establish an operational stock room in 'K' Building, Room 2025

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